

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: MANAGER
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2881

OVERVIEW

Under policy direction, the incumbent manages education for trial court leadership positions in the Education Division of the Administrative Office of the Courts (AOC).

This position has responsibility for developing, overseeing and evaluating ongoing education for Trial Court Presiding Judges, Court Executive Officers, and Supervising Judges.

RESPONSIBILITIES

- Develops and implements goals, objectives, policies, procedures, regarding the education of presiding judges, executive officers, and supervising judges.
- Oversees the work of an education committee and associated subcommittees as well as a Senior Education Specialist assigned to the content area.
- Creates performance and development plans for a Senior Education Specialist, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Develops, administers, and monitors the budgets for the assigned content area.
- Interacts with the Trial Court Presiding Judges Advisory Committee and the Court Executive Advisory Committee regarding the educational needs of the target groups.
- Interacts with AOC leadership, including the Regional Administrative Directors, to define content areas for the target groups.

May be required to travel statewide and work occasional evening and weekend hours as necessary.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree **and** six years of experience in the relevant field, including a minimum of two years of increasingly responsible management experience.

OR

Two years as a Supervising Analyst, Supervising Attorney, Manager or other supervisory-level professional class.

Knowledge of:

- Educational practices and processes, curriculum and program development, and faculty development.
- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Knowledge of the California judicial system and court operations and procedures.
- Principles and practices of budget development and administration.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Manage programs and staff.
- Translate unit goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the budget of the assigned area.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

HOW TO APPLY

This position requires submission of an official application and responses to the supplemental questionnaire. Stand-alone resumes will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2881.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the "Special Access and Application Help" section on the Careers page of our website.

PAY & BENEFITS

Salary Range: \$8,323 - \$12,325 per month
(Starting salary may vary between \$8,323 to \$9,155 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
MANAGER
Job Req #002881**

Your responses to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. As a part of the online application, you will have the opportunity to submit your responses. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Please describe your experience in overseeing, designing, or developing leadership education.

2. Please describe your experience in overseeing, designing, or developing education for presiding judges, supervising judges, and court executives.

3. Please list the courses or programs for which you have developed curricula or delivered instruction.